

**County of San Bernardino
Department of Behavioral Health**

Kiln Policy

Effective Date 11/14/08
Approval Date 11/14/08


Allan Rawland, Director

Policy It is the policy of the Department of Behavioral Health (DBH) to provide designated staff safety guidelines and procedures for the use of ceramic kilns located at DBH clinics and club houses. Kilns placed in county buildings or leased spaces will need to be approved by landlords and /or facilities management as appropriate for that space.

Safety Guidelines and Inspections In order to maintain safety for our clients and employees at the sites having kilns, DBH shall implement safety guidelines and require routine safety inspections using the [Kiln Safeguards](#). In conjunction with the DBH Safety Manual, DBH sites having a kiln shall implement quarterly safety inspections using the [Kiln Quarterly Safety Checklist](#).

Roles and Responsibilities The following table represents the roles and responsibilities for those working with, operating of or storing of a kiln:

Roles	Responsibilities
DBH Kiln Operator	<ul style="list-style-type: none">• Learn the operator manual and manufacturer data (see manufacturer website)• Teach the operation of the kiln to alternate designated kiln operators, including the need for visual inspections, reporting incidents, etc.• Report and submit safety issues per the How to Report an Incident Policy
Alternate Designated Operator	<ul style="list-style-type: none">• Learn the operation of the kiln• Perform visual inspections prior to using• Ensure the kiln is attended while in use• Report and submit safety issues per the How to Report an Incident Policy
DBH Site	<ul style="list-style-type: none">• Perform quarterly inspections of the kiln• Report incidents per the How to Report Incidents Policy

Important: Clients are prohibited from operating kilns.